Michelle Grant

DIRECTOR OF PAYROLL

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SUMMARY

Director of payroll with 14 years in payroll operations, leading a 16-person team that pays 18,000 employees in the US and Canada on Workday HCM. Owns payroll compliance, payroll tax and SOX controls for a $1.1B annual payroll, and brings organizational skills and clear communication skills to finance, HR and executive partners.

SKILLS

- Payroll Operations
- Multi-State Payroll
- Canadian Payroll
- Payroll Compliance
- Payroll Tax
- SOX Controls
- Workday HCM
- Vendor Management
- Organizational Skills
- Communication Skills

EXPERIENCE

Director of Payroll 02/2021 - Present

Cumberland Senior Care Holdings Nashville, TN

Leads payroll for a senior care operator with 18,000 employees in 26 states and 2 Canadian provinces.

- Direct a **16**-person payroll team across 3 hubs, paying $1.1B a year on weekly and biweekly cycles.
- Moved payroll from 4 legacy systems onto Workday HCM in 14 months, with parallel test variance under 0.1%.
- Cut payroll operations cost per paycheck by 22% through employee self-service and vendor consolidation.
- Lead quarterly SOX controls testing and audit walkthroughs, with no material findings since 2021.

Payroll Manager 03/2016 - 01/2021

Harpeth Hospitality Group Franklin, TN

Managed payroll for a hotel management company with 7,000 employees in 18 states.

- Managed 6 payroll staff running multi-state payroll for 7,000 hourly and salaried employees.
- Negotiated a new payroll tax filing contract, saving $140K a year.
- Built payroll compliance checklists for tips, overtime and state leave laws used at 60 hotels.
- Partnered with HR on a new timekeeping rollout, cutting manual timecard edits by 50%.

Payroll Supervisor 06/2012 - 02/2016

Riverbend Distribution Co. Nashville, TN

Supervised payroll at a wholesale distributor with 2,200 employees.

- Supervised biweekly payroll for 2,200 employees with 2 payroll specialists.
- Rebuilt year-end W-2 review steps, cutting W-2c corrections from 120 to 15.
- Wrote desk procedures for 20 payroll tasks so either specialist could cover any cycle.

EDUCATION

Bachelor of Business Administration 05/2012

Middle Tennessee State University Murfreesboro, TN

Accounting

CERTIFICATES

Certified Payroll Professional (CPP)

PayrollOrg (American Payroll Association)

09/2015